CERS: California Environmental Reporting System

Business User: How to Add a Facility

The following help article will provide step-by-step instruction on how to add a new Facility record to an existing Business User account, in the California Environmental Reporting System (CERS).

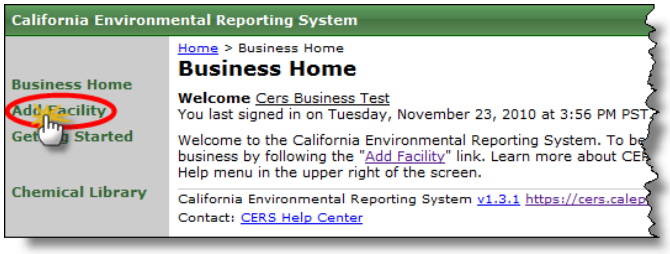
This process may be used to regain access to records previously created in the Unidocs system, to gain access to an existing Facility record in CERS, or to create a new Facility record – if one does not currently exist, in CERS.

Once a Facility record has been added (and approved – if requesting access to an existing Facility), a Business User may update or change information, in preparation for submitting electronically to the regulatory agency.

1. Log in to the CERS application.

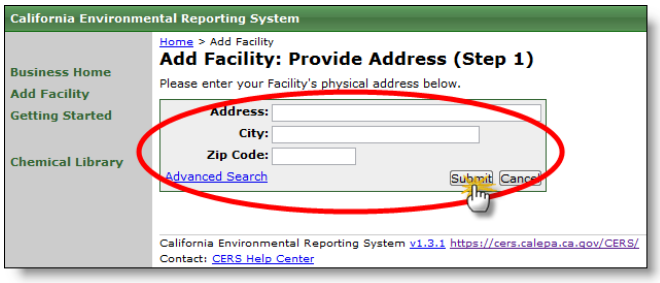
(https://cers.calepa.ca.gov/CERS/SignIn.aspx)

2. Select the "Add Facility" link from the left-hand navigation bar.

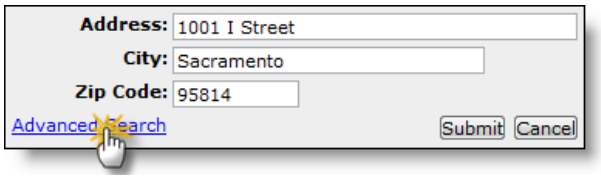


3. Search for Facility.

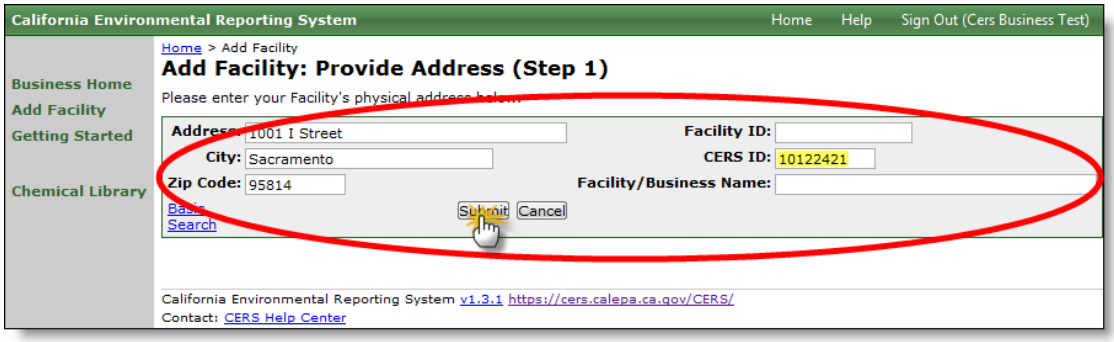
A. Enter the address of the Facility you wish to add and select the "Submit" button.



B. ***OR***, if you know the Facility's *CERS ID* or *Facility ID*, select the "Advanced Search" link…



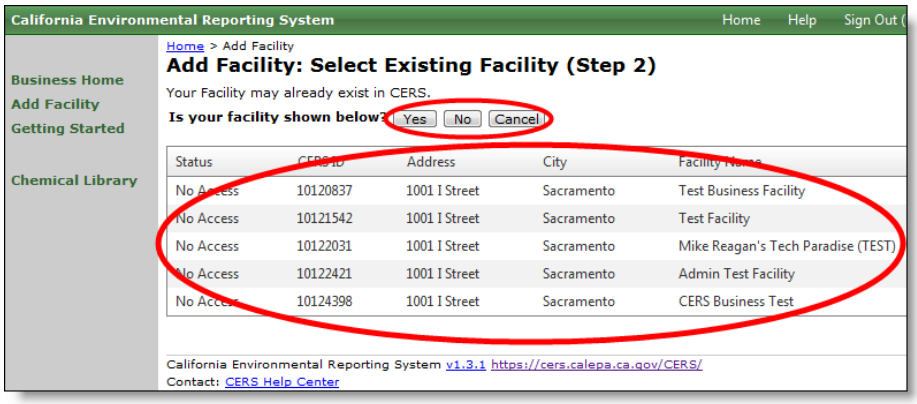
…Then, enter all applicable information and select the "Submit" button.



4. Select Facility from listed results.

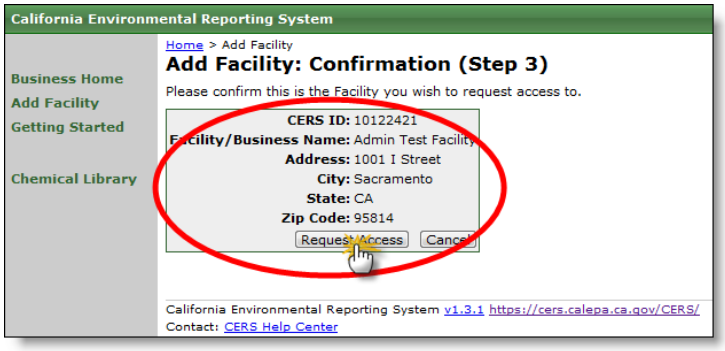
A listing of all Facility records matching your search criteria will be generated. Select the appropriate option (as specified below) to continue.

Yes – Proceed to **Step 4-A**.
No – Proceed to **Step 4-B**.
Cancel – Proceed to **Step 4-C**.



A. **Select the "Yes" button if the correct Facility record is shown in the search results.** After doing so, use the "Select" button, next to the appropriate Facility record, to continue.

To confirm this Facility access request, select the “Request Access” button.

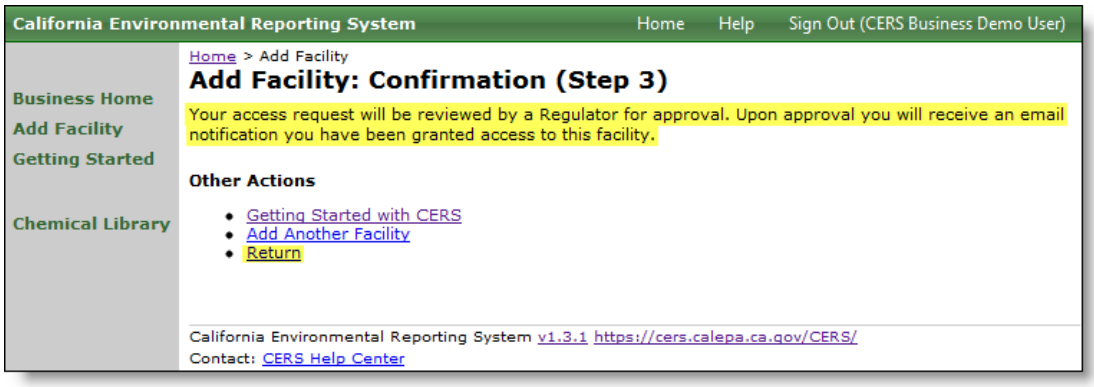


After selecting the “Request Access” button, a confirmation page will appear.

(Note: Once submitted, this Access Request must be reviewed by the assigned CERS Regulator User (CUPA/PA). For any follow-up, questions, or concerns, please contact the appropriate Regulatory Agency.)

To add additional Facility records, select the “Add Another Facility” link, under the “Other Actions” section, then repeat Steps 2-4.

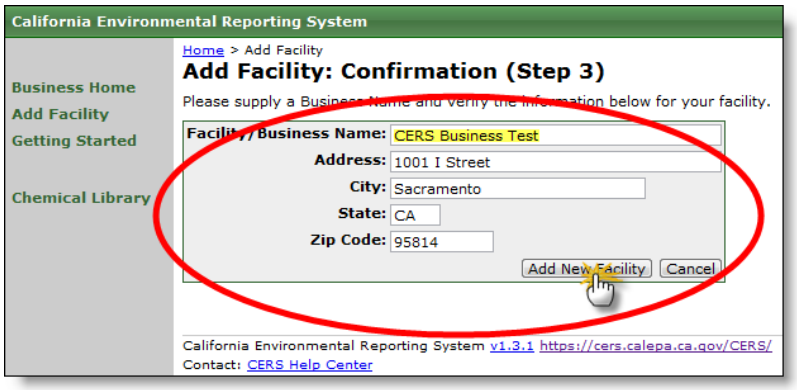
Or, select the “Return” link, to return to the “Business Home” page.



(NOTE: The “Add Facility” process is complete, after successfully finishing Step 4-A.)

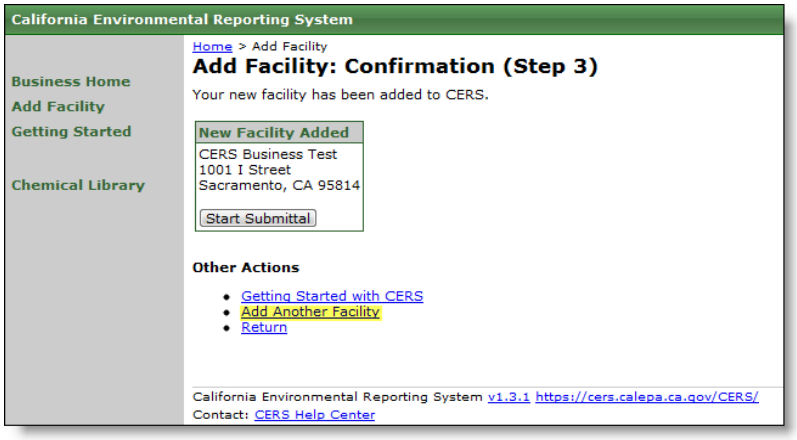
B. **Select the "No" button, if the correct Facility record is not shown in the search results.** After doing so, you will be prompted to enter information, to create a new Facility record.

(NOTE: To avoid creating duplicate Facility records, please ensure that you have refined your search and no other records currently exist. – See Step 4-C for more information.)



After selecting the "Add New Facility" button, a confirmation page will appear, displaying the Business name and address of the newly created Facility record. Select the "Start Submittal" button, to begin editing information for this new Facility.

OR, to add additional Facility records, select the "Add Another Facility" link, under the "Other Actions" section, then repeat Steps 2-4.



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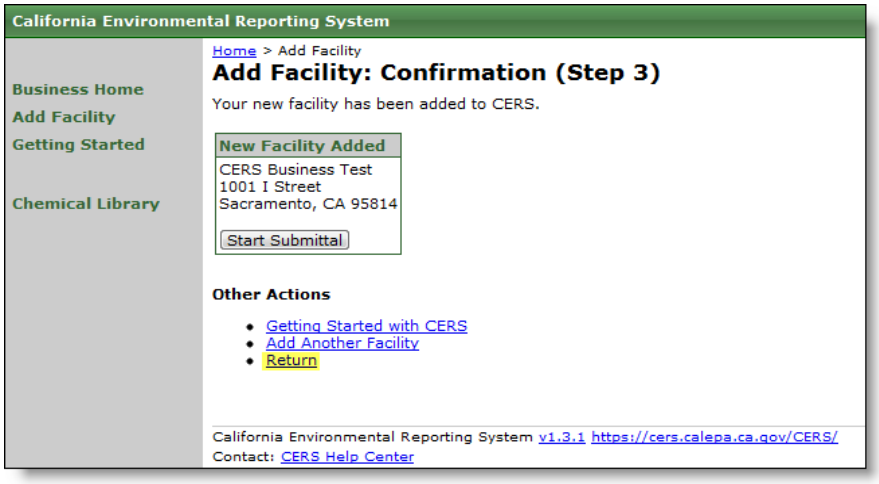

(NOTE: The "Add Facility" process is complete, after successfully finishing Step 4-B.)

C. **Select the "Cancel" button, if you wish to return to the *Add Facility: Search (Step 3)*.** Here, you may refine your search, to ensure a Facility record does not currently exist in CERS, before creating a duplicate record.

Follow Steps 3-4 to perform an additional search and either: A. Request access to a current Facility record, *OR* B. Create a new Facility record.

Need Further Assistance?

For further assistance, regarding issues not discussed in this documentation, please see the CERS Help articles at: **https://cers.calepa.ca.gov/Help/Default.aspx**.

If the appropriate documentation is not available, please contact the CERS Help Center at: cers@calepa.ca.gov.

In order to best assist you, please provide as much detail as possible. This may include:

- CERS ID number(s) for any Facility/Facilities you are working with.
- E-mail address associated with your CERS-Key Business or Regulator User account.
- Written text and/or screenshots of any error messages received.
- Describe what task you are attempting to accomplish, when encountering the issue. (For example: Encountering an error message when attempting to submit an Access Request for a new Facility, with the "Add Facility" wizard.)